



## **MORTGAGE LOAN CLOSING MANAGER**

**APPLICATION DEADLINE IS FRIDAY, NOVEMBER 3, 2017 AT 11:59PM**

**Division:** Single Family Loan Operations  
**Reports to:** Director of Single Family Loan Operations  
**Location:** Nashville, TN  
**Full-time/Part-time:** Full-time  
**Salary Grade:** 34  
**Monthly Salary Range Minimum:** \$3,896  
**FLSA Classification:** Exempt (03)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

**POSITION SUMMARY:** Supervises the organization's closed mortgage loans, maintains and controls follow-up in a timely manner, and handles necessary correspondence to carry out such maintenance; supervises Closing staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following. Other duties may be assigned.

- Directly supervises staff; interviews, hires, and trains employees; makes assignments and monitors work; develops employee skills and encourages growth and development; reviews and evaluates employee performance; addresses workplace issues and provides guidance, coaching, and disciplinary measures for staff; addresses personnel issues in conjunction with appropriate leadership and the Human Resources division.
- Reviews closed mortgage loan documentation to ensure the organization is in first lien position and meets insurer guidelines.
- Enters pertinent data into closed loan tracking system.
- Maintains high level of written and oral communication with Originating Agents (OAs) to ensure accurate and timely receipt of final documentation.
- Reviews results of Days Old and Critical Loan Reports.
- Reviews results of "Late Loan Report."
- Reports progress and problems to Director of Single Family Loan Operations.
- Answers day-to-day questions pertaining to closed loan documents.
- Prepares purchase report and distributes to servicing section of Single Family Programs and Finance Divisions.
- Recommends development of policies and procedures to enhance the effectiveness and efficiency of the closing function.
- Offers support to other areas in the division as necessary or as time allows.

### **MINIMUM QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

#### **Education and Experience:**

- High school diploma or equivalent GED; Bachelor degree preferred.
- Six months of expertise directly related to assigned responsibilities.
- Five years of experience in the mortgage lending field, with at least four years of closing experience, preferred.
- One year of management experience preferred.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

#### **Knowledge, Skills, Abilities, and Competencies:**

- Ability to effectively manage staff; ability to plan, schedule, and evaluate the work of others.
- Working knowledge of Federal Housing Administration (FHA), Veterans Administration (VA), United States Department of Agriculture/Rural Housing Service (USDA/RHS), Federal National Mortgage Association (FNMA), and Private Mortgage Insurance (PMI) requirements.
- Good mortgage loan processing skills with knowledge of mortgage loan underwriting guidelines.
- Basic mortgage loan closing knowledge.
- Ability to work well with associates and the public.
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

**Special Demands:**

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER**

**APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION**

**PLEASE VISIT OUR WEBSITE AT [WWW.THDA.ORG](http://WWW.THDA.ORG) AND FOLLOW THE ONLINE APPLICATION INSTRUCTIONS**